DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
July 1, 1987

ALL-COUNTY LETTER NO. 87-90

TO: ALL COUNTY WELFARE DIRECTORS
      ALL COUNTY FISCAL OFFICERS
      ALL COUNTY AUDITORS
      ALL COUNTY ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: SPECIAL COUNTY WELFARE ADMINISTRATIVE EXPENSE CLAIM,
          CLERICAL AND ADMINISTRATIVE SUPPORT STAFF TIME STUDY/
          TIME CERTIFICATION TEST

REFERENCE: ALL-COUNTY LETTER (ACL) 87-47

This letter provides counties with claiming instructions for completing the parallel Clerical and Administrative Support Staff Time Study/Time Certification Test Administrative Expense Claim. Included are instructions for completing the Temp DFA 325.1 and Temp DFA 327.1A, B, C, D modified for the April - June 1987 quarter, as well as instructions for completing the newly developed Temp DFA 7A and 7B forms. This letter also provides instructions on the additional information to be submitted with the parallel claim.

This letter is divided into six parts:

o   Part I provides a discussion on the parallel test claim.

o   Part II identifies the forms applicable to preparation of the parallel test claim.

o   Part III provides instruction on the use of the Temp DFA 7A and 7B.

o   Part IV provides instruction on the completion of the parallel test claim.

o   Part V addresses special considerations for the Greater Avenues for Independence (GAIN) Program.

o   Part VI addresses the submission of the Parallel Test Claim, including the information to be provided on payroll and attendance systems used in-lieu of the Temp DFA 7.

PART I: THE PARALLEL TEST CLAIM

In ACL 87-47 counties were notified of proposed changes to the Cost Allocation Plan (CAP), specifically in the area of time reporting requirements for the county welfare department (CWD)

clerical and administrative support staff. In order to measure the fiscal impact and administrative feasibility of the proposed CAP, counties conducted the Clerical and Administrative Support Time Study/Time Certification Test during the May 1987 time study month. The purpose of this parallel test claim is to summarize the results of this special time study/time certification test in a manner which can be compared to the regular April - June 1987 quarter administrative expense claim. It is important to remember that the parallel test claim will be used for comparison purposes only, and will not be used to reimburse CWD administrative expenditures.

The purpose of the CWD administrative expense claim is to identify administrative costs to the various programs operated by the CWD for the purposes of determining the appropriate level of state and federal financial participation. Each program's share of cost from the parallel test claim will be compared to the regular administrative expense claim in order to assess the impact on the sharing of program administrative costs as a result of the time study/time certification test. This information will be summarized on a statewide basis and included in reports on the results of testing the proposed CAP. As necessary, it will also be used to provide input into the 1988/89 cost control/budgeting process for CWD administrative costs.

PART II: FORMS APPLICABLE TO THE PARALLEL TEST CLAIM

The following forms are new and will be used exclusively in preparing the parallel test claim:

FORM	DATE
Temp DFA 7A	5/87
Temp DFA 7B	5/87

The following forms will be substituted in the parallel claim for their existing counterparts:

FORM	DATE
Temp DFA 325.1	6/87
Temp DFA 327.1A, B, C, D	6/87

The series of Temp forms will be mailed to each county separately. Completed samples are included with this letter for reference.

All other DFA 325 and DFA 327 series forms listed in ACL 87-70 for use in preparing the regular April - June 1987 quarter administrative expense claim remain in effect for the test claim. These forms will not be sent separately for preparing the test claim. Each county should use forms from their regular supply received for the April - June 1987 quarter.

PART III: INSTRUCTIONS FOR USING THE **TEMP DFA 7A AND 7B**

Two new forms have been developed to aid in processing the parallel test claim. The **Temp DFA 7A**, Clerical and Administrative Support Time Study/Time Certification Summary and Salary Allocation, has been developed to allocate the clerical and administrative salaries from the regular claim to the benefiting levels, i.e., generic, single function, multifunction, or direct-to-program, based on the hours recorded on the **Temp DFA 7**. The **Temp DFA 7B**, Direct Cost Detail Schedule - Clerical and Administrative Support Salary Distribution to Program, has been developed to allocate the Direct-to-Program salaries reported on the **Temp DFA 7A** to the appropriate programs for reporting on the DFA 325.1B.

The instructions for completing these forms are as follows:

A.   **TEMP DFA 7A (CLERICAL AND ADMINISTRATIVE SUPPORT TIME STUDY/TIME CERTIFICATION SUMMARY AND SALARY ALLOCATION)**

This two-page form has extensive footnotes which provide instructions for the allocation of clerical and administrative salaries to the benefiting levels. An example of a completed Temp DFA 7A has been provided for reference.

Several highlights of this form are:

1.   The Total Salaries for clerical support personnel and administrative support personnel are obtained from the regular April - June 1987 quarter administrative expense claim, DFA 325.1, lines F and G.

2.   The hours reported by both clerical support and administrative personnel to each of the benefiting levels are obtained from compiling the hours from the individual **Temp DFA 7**, Clerical and Administrative Support Time Study/Time Certification. To facilitate this, it is recommended that counties summarize all hours reported by both clerical support and administrative support staff on two Temp DFA 7s, one for clerical support personnel and one for administrative support personnel, prior to the reporting of hours on the **Temp DFA 7A**. Examples are provided for reference.

3. The Reconciliation of Salaries in the upper right section of page 1 will be completed after all sections of the **Temp DFA 7A and 7B.** The Grand Total clerical and administrative support salaries summarized in this section should equal the corresponding salaries carried forward to the **Temp DFA 7A** from the regular April - June 1987 quarter administrative expense claim, **DFA 325.1, lines F and G.**

B. **TEMP DFA 7B (DIRECT COST DETAIL SCHEDULE CLERICAL AND ADMINISTRATIVE SUPPORT SALARY DISTRIBUTION TO PROGRAM)**

This three page form has been developed to distribute the salaries of clerical and administrative support staff identified to the programs listed on the Temp DFA 7. As discussed in the training sessions held during April 1987, many programs having multiple components were combined into a single program for the May 1987 test. These programs must now be identified to the appropriate program lines for reporting on the parallel test claim.

Extensive footnotes provide instructions for the allocation of clerical and administrative salaries to the benefiting programs. An example of a completed Temp DFA 7B has been provided for reference.

Several highlights of this form are:

1. For programs having multiple components, e.g., GAIN, the caseworker hours will be used to prorate the clerical and administrative salaries to the appropriate program lines for claiming purposes.

2. For programs consisting of a single component, e.g., IHSS Provider/Services, a proration is not necessary.

PART IV: INSTRUCTIONS FOR COMPLETING THE PARALLEL TEST CLAIM

The parallel test claim will be identical in both form and content to the regular April - June 1987 administrative expense claim, with the exception of the substitution of the Temp DFA 325.1 and **Temp DFA 327.1A, B, C, D** noted in Part II. These Temp forms have been modified to allow for the identification of both clerical and administrative salaries to the function level.

The following instructions are applicable to the use of each of these Temp forms:

A. TEMP DFA 325.1 (EXPENDITURE SCHEDULE AND CERTIFICATION)

The purpose of the DFA 325 series is to accumulate and
classify costs into specific groups and subgroups so that they
may be systematically channeled through the cost allocation
process, or direct charged to function or program. To this
end, the applicable caseworker hours and ratios are also
reported on the DFA 325.1. For the regular administrative
expense claim, all clerical and administrative support
salaries are reported on the DFA 325.1, lines F and G, and
treated in a generic manner, i.e., allocated to all functions
and programs operated by the CWD on the basis of the
caseworker hourly ratios.

For the parallel test claim, the Temp DFA 325.1 has been
developed to allow for the reporting of clerical and
administrative salaries to the function level. As discussed
in Part III, the total salaries reported on lines F and G of
the regular April – June 1987 quarter claim will be processed
through the Temp DFA 7A and 7B. The clerical and
administrative support salaries resulting from this
distribution process will be reported on the Temp DFA 325.1 as
follows:

1. Lines A, B, C, and D:

The clerical support salaries from the Temp DFA 7A, page
2, Section II, line CC, will be reported by function in
Column 2 of the Temp DFA 325.1.

The administrative support salaries from the Temp DFA 7A,
page 2, Section II, line CC, will be reported by function
in Column 3 of the Temp DFA 325.1. Each line (A, B, C, or
D), in Columns 2 and 3 will be added and the sum reported
in Column 4.

Note: The amounts reported on each line in Columns 2 and
3 will be carried forward to the respective Temp DFA
327.1A, B, C and D.

Columns 5, 6 and 7 of the Temp DFA 325.1 represent the
casework salaries, hours and ratios reported by function,
i.e., Social Services, Eligibility and Nonservice, Welfare
Fraud, and Employment Services. DO NOT include any
salaries or hours for clerical and administrative support
personnel in these columns.

2. <u>Line E</u>:

    Total Columns 2, 3 and 4, lines A, B, C and D,
    respectively, and report on line E.

    The amount on line E, Column 4, will be added to the total
    welfare costs reported on **line** AD, Column 5.

    The amount on line E, Column 5, remains as the sum of the
    caseworker salaries reported on lines A, B, C, and D.

3. <u>Line F</u>:

    The generic clerical support salaries from the Temp DFA
    7A, page 1, Section I, **line** A, will be reported on this
    line in Column 4.

4. <u>Line G</u>:

    The generic administrative support salaries from the **Temp
    DFA** 7A, page 1, Section I, **line** A will be reported on this
    line in Column 4.

    The amount reported on line G, **Column** 5, is the sum of
    Column 4, lines F and G.

    Note: Generic clerical and administrative support
    salaries reported on **lines F and G** will be channeled
    through the same cost allocation process utilized in the
    regular claim, i.e., distribution to function and program
    using caseworker hourly ratios. There is no change in the
    allocation of these salaries on the parallel test claim.

5. <u>Lines H **through Y**</u>:

    There are no changes to the existing instructions for
    these lines.

The Direct Costs section of the Temp DFA 325.1 has been
modified to allow for the inclusion of clerical and
administrative support salaries reported on the Direct Costs
Detail Schedule - Clerical and Administrative Support Salary
Distribution to Program, Temp DFA 7B.

6. <u>Line Z</u>:

    Report the clerical and administrative salaries from the
    Temp DFA 7B, page 1, line A, Columns 7 and 8, in Columns 2
    and 3 of the Temp DFA 325.1, as applicable.

7. Line **AA:**

Report the clerical and administrative salaries from the Temp DFA 7B, page 2, line B, Columns 7 and 8, in Columns 2 and 3 of the Temp DFA 325.1, as applicable.

8. **Line AB:**

Report the clerical and administrative salaries from the Temp DFA 7B, page 3, line C, Columns 7 and 8, in Columns 2 and 3 of the Temp DFA 325.1, as applicable.

9. **Line AC:**

Report the clerical and administrative salaries from the Temp DFA 7B, page 3, line D, Columns 7 and 8, in Columns 2 and 3 of the Temp DFA 325.1, as applicable.

The amount reported on **line AC, Column 5,** is the sum of Columns 2, 3 and 4, lines Z, **AA, AB and AC.**

10. **Line AD:**

Total Welfare Costs is the sum of **Column 4, line E, and Column 5, lines E, Q, V, Y, and AC.**

11. **Lines AE through AK:**

There are no changes to the existing instructions for these lines.

B. **TEMP DFA 327.A, B, C, D**

The purpose of the DFA 327.1 series is to distribute the casework costs and the proportionate allocable support costs of each of the four functions to the programs within each function. To accomplish this, each of the four pages (327.1A, B, C or D) reports the caseworker time study hours and develops a ratio of program hours to total function hours for each program.

For the parallel test claim, the Temp DFA 327.1 has been developed to allow for the reporting of clerical and administrative support salaries which were identified to function on the Temp DFA 325.1. This provision is evident by the addition of Columns J1 and J2, Clerical and Administrative Support Costs to Program. The instructions for completing the Temp DFA 327.1 forms are as follows:

1. <u>Columns E through I:</u>

   There are no changes to the existing instructions for these columns.

2. <u>Column J:</u>

   The distribution to program of allocated overhead costs on the regular claim takes place in **Column K**. The distribution for these costs in the parallel test claim takes place in **Column J** using the same procedures. The column heading contains the allocation instructions.

3. <u>Column J1:</u>

   Clerical Support salaries reported on the Temp DFA 325.1, **Column 2, lines A, B, C or D** will be allocated to the programs within each function using the casework hourly ratios from **Column H**.

   For example, clerical support salaries identified to the Social Services function will be prorated to all Social Services programs on the **Temp DFA 327.1A** by multiplying the amount reported on **line A, Column 2**, of the Temp DFA 325.1 by the **Column H** ratios on the Temp DFA 327.1A. These same instructions are applicable to the remaining three functions, substituting the appropriate lines and forms.

4. <u>Column J2:</u>

   Administrative Support salaries reported on the Temp DFA 325.1, **Column 3, lines A, B, C or D** will be allocated to the programs within each function using the casework hourly ratios from **Column H**.

   The same instructions applicable to the Clerical Support salaries in **Column J1** apply to this column as well, substituting the appropriate lines and forms.

   Note: Instructions for **Columns J1 and J2** are also provided in the column header. The physical position of these two columns on the **Temp DFA 327.1** series was determined by the constraints placed on the automated version of this parallel test claim.

5. Column K:

On the regular claim, Column K is used to distribute to program the allocated overhead costs from the DFA 325.1. On the parallel test claim, Column K serves to summarize the overhead costs identified to each program in Columns J, J1 and J2.

Column K = Columns J + J1 + J2.

There are no other changes to the DFA 327.1 series.

C. DFA 325.1B (DIRECT COST DETAIL SCHEDULE)

Although the DFA 325.1B has not been revised for the parallel test claim, an additional reporting requirement is necessary. The clerical and administrative support salaries distributed to program on the Temp DFA 7B, pages 1 through 3, Columns 7 and 8, will be entered on the DFA 325.1B in Column 4, Personal Services, on additional blank lines for each applicable program. These clerical and administrative support salaries will be subtotaled with other Personal Services by program, and entered on the appropriate line on the DFA 327.4A, B, C, or D, in Column AO, Direct Costs/Personal Services. The existing direct costs for all programs within each function as summarized from the DFA 325.1B will continue to be reported on the Temp DFA 325.1 as Direct Costs in Column 4, lines Z - AC.

D. DFA 325.1A, 325.1AA AND ALL REMAINING FORMS IN THE DFA 327.2 through 327.11 SERIES

There are no other changes to the DFA 325.1A, 325.1AA, and the forms in the series 327.2 - 327.11 for the preparation of the parallel test claim. All existing claiming instructions for preparing the Administrative Expense Claim will be followed.

PART V: SPECIAL CONSIDERATIONS FOR GAIN

For counties in the planning and implementation phase of GAIN, there will be no caseworker hours reported on the Temp DFA 325.1 for use in distributing clerical and administrative support salary costs to program components within GAIN on the Temp DFA 327.1D. This situation will also be evident on the Temp DFA 7B where Functional Support staff have time studied planning and implementation activities to the combined program line D1, GAIN, on the Temp DFA 7.

In order for the parallel test claim to balance, GAIN planning and implementation activities time studied to the Employment Services function by General Administrative support staff, or to program (GAIN) by Functional Support staff, will be reported under the Employment Services function on a blank line called GAIN-Planning throughout the parallel test claim. Amounts reported on this line will have a funding ratio on the DFA 327.8C of 100 percent state.

This special claiming instruction applies to GAIN planning and implementation activities only.

For counties in the operational phase of GAIN, no special instructions will be applicable. Caseworker hours should be present for the purposes of distributing functional costs to program on both the parallel test claim and the normal administrative expense claim.

PART VI: SUBMISSION OF THE PARALLEL TEST CLAIM

As stated in ACL 87-47, the parallel test claim is due to the State Department of Social Services by August 15, 1987. To avoid confusion with the submission of the regular administrative expense claim for the April - June 1987 quarter, the parallel test claim package should be submitted separately to:

> State Department of Social Services
> Fiscal Policy and Procedures Bureau
> 744 P Street, M.S. 8-100
> Sacramento, CA   95814
>
> Attention: George Peacher

The parallel test claim package should include the following:

1. The completed parallel test claim, including the **Temp DFA 7A and 7B.**

2. The Time Study/Time Certification Plan consisting of an organizational chart for the CWD which identifies each unit within the CWD, as well as a brief description of unit activities and the numbers and classifications of clerical and administrative support positions assigned to these units during the test period.

3. The Evaluation Questionnaire, which is an attachment to this ACL.

4. The following information for payroll and attendance systems where counties have used one of these systems in lieu of staff completing the Temp DFA 7 forms:

a. An outline of the time reporting process, including a description of the procedures followed by employees to code the activities performed in their job assignments;

b. A list of the activity codes used by CWD staff throughout the department, with an explanation of how the codes relate to the Time Study/Time Certification Plan;

c. A sample of a completed payroll and attendance document; and,

d. A description of the system checks in place to ensure that the employee is actually performing activities which are consistent with the activity codes reported on the employee's time card. At a minimum, this would include first-line supervisor verification through firsthand knowledge and observation as well as other checks which are performed, e.g., position number verifications, etc.

The Evaluation Questionnaire included with this ACL will be used to determine the overall effectiveness of implementing the Time Study/Time Certification procedures under the proposed CAP, and to identify what changes to these procedures are warranted prior to implementation on July 1, 1988. This questionnaire should be completed in as much detail as possible, providing additional explanation beyond a "Yes"/"No" response.

Any questions concerning completion of the parallel test claim or the Evaluation Questionnaire should be directed to the Fiscal Policy and Procedures Bureau, Administrative Policy Unit, at (916) 445-7046.

ROBERT L. GARCIA
Deputy Director
Administration

cc: CWDA

Attachments

COUNTY OF _____

EVALUATION QUESTIONNAIRE
CLERICAL AND ADMINISTRATIVE SUPPORT
TIME STUDY/TIME CERTIFICATION TEST
MAY 1987

This evaluation questionnaire should be completed and submitted with the parallel test claim. It will be used to determine the overall effectiveness of implementing the Time Study/Time Certification procedures under the proposed CAP. This questionnaire should be completed in as much detail as possible, providing additional explanation beyond a "Yes"/"No" response.

Small county comments and concerns with implementing the new procedures should be expressed in Section F.

A. Time Study Results

   1. What, if any, problems were encountered in completing the organization chart and job duty statements required for the time study/time certification plan? Please describe.

   2. Were the definitions of clerical and administrative support staff as described in ACL 87-47, i.e., clerical support are those workers in direct support of casework staff, consistent with your county's reporting of clerical and administrative salaries on the DFA 325.1? If not, please describe any differences.

   3. How many multifunctional pools did you use to capture activities? (List them.)

4. Are the distinctions between the four functions clear to clerical support
    and administrative support staff? (Please elaborate on "No" responses.)

        Clerical Support   Yes _____   No _____

        Administrative Support   Yes _____   No _____

5. What, if any, problems were encountered in determining the consistent
    application of time study criteria for units performing similar
    activities?

6. What other method(s) could be used to identify the activities and
    benefiting levels of these units? (List units, problems and suggestions.)

7. Did first-line supervisors understand the concepts behind the time
    study/time certification plan, and where their units fit in the overall
    plan? (Please elaborate on "No" responses.)

8. Did first-line supervisors understand and fulfill their role in certifying
    the activities reported by their employees on the Temp DFA 7s? (Please
    elaborate on "No" responses.)

9. What, if any, problems were encountered in identifying the activities of managers and their immediate support staff? (List level of managers, problems suggestions.)

10. What other methods could be used to identify managers to the functions they benefit?

11. Suggestions/comments.

B. Time Study/Time Certification Form: Temp DFA 7

1. What, if any, problems were encountered in using this form?

2. Suggestions/comments

C. Appropriate Payroll and Attendance System

    1. Was a payroll and attendance system used in lieu of completing the Temp DFA 7? If yes, the descriptive information set forth in the parallel test claim instructions must be submitted with the test claim package.

    2. Are modifications necessary to the system to further meet the requirements for time study/time certification? (Please describe.)

    3. Suggestions/comments.

D. Time Study/Time Certification Summary Forms: Temp DFA 7A & 7B

    1. What, if any, problems were encountered in using this form?

    2. What, if any, problems were encountered in distributing multifunction hours?

3. Would another methodology be more appropriate? (Please describe.)

4. How much additional time was devoted to compiling and allocating hours from the Temp DFA 7?

5. Suggestions/comments.

E. Parallel Test Administrative Expense Claim Computation: Temp DFA 325.1 and Temp DFA 327.1

1. Was the claim format easy to follow?

2. How much additional time was devoted to compiling this test claim?

3. Suggestions/comments.

F. Additional Comments/Suggestions and Concerns of Small Counties

6. SUMMARY OF TIME REPORTING LEVELS

SALARIES FROM
DFA 325.1 BY
CLASSIFICATION

NUMBER OF STAFF
COMPLETING TEMP
DFA 7'S IN EACH
CLASSIFICATION

NUMBER OF STAFF
IN EACH ORGANIZATIONAL
ASSIGNMENT

NUMBER OF STAFF
REPORTING TO EACH
BENEFITING LEVEL CATEGORY

CLERICAL SUPPORT STAFF

$ _____

General
Administrative

Functional
Support

Certified as
generic

Time studied
to function

Certified to a
single function

Certified to a
single function

Time studied
between function

Certified to a
multifunction pool

Time studied
to program

ADMINISTRATIVE SUPPORT STAFF

$ _____

General
Administrative

Functional
Support

Certified as
generic

Time studied
to function

Certified to a
single function

Certified to a
single function

Time studied
between function

Certified to a
multifunction pool

Time studied
to program

Summary

From the county's point of view:

o Were the procedures for conducting the clerical and administrative support time study/time certification test and preparing the parallel test claim implemented without significant problems?

      /__/ Major problems

      /__/ Minor problems

      /__/ Insignificant problems

o Did these proposed cost allocation plan changes achieve an accurate distribution of clerical and administrative support salary to the benefiting function and program levels?

      /__/ Definitely accurate

      /__/ Somewhat accurate

      /__/ Not at all accurate

Signature _____

Name _____

Title _____

Date _____ Phone _____

COUNTY : ANY
QUARTER : 6-30-67

TEMP DPA 325.1 (6/67)

EXPENDITURE SCHEDULE and CERTIFICATION

	ALLOC CASEWORK COSTS/HOURS	CLERICAL SUPPT (2)	ADMIN SUPPT (3)	SUBTOTALS (4)	COST TOTALS (5)	HOURS (6)	RATIOS (7)
	SOCIAL SERVICES						
A							
B	ELIGIBILITY & NONSERVICE/ Child Support	$5,573	$1,045	6,618.00	$174,197	2,537.25	0.347783
C	WELFARE FRAUD	$46,350	$2,856	43,206.00	$223,086	4,462.50	0.611197
D	EMPLOYMENT SERVICES	$0	$0	0.00	$0	0.00	0.000000
E	TOTAL	$1,179	$3,713	4,872.00	$13,539	299.50	0.041020
	ALLOCABLE SUPPORT COSTS	$47,102	$7,614	$54,716	$412,822	7,301.25	1.000000
	PERSONAL SERVICES						
F	CLERICAL SUPPOR			$0			
G	ADMIN SUPPORT			$24,553	$24,553		
	OPERATING COSTS						
H	TRAVEL			$11,399			
I	SPACE			$3,845			
J	SPACE A87	$0		$1,377			
K	OTHER OPERATING		$1,377	$54,015	$70,656		
	PURCHASE of SERVICES						
L	PUBLIC AGENCIES thru A-87	$0	$96,921	$96,921			
M	PUBLIC AGENCIES-DIRECT BILLED			$0			
N	PRIVATE AGENCIES			$2,234			
O	SUPER/UMBRELLA AGENCIES	ALLOCATED		$0			
P		DIRECT BILLED		$0	$99,155		
Q	SUBTOTAL of ALLOCABLE SUP				$194,344		
	EDP COST						
R	CUD PERS SER - ALL OTHER			$0			
S	CUD PERS SER - SAUS			$0			
T	CUD OPERATING COSTS			$0			
U	DIRECT BILLED			$47,653			
V	ALLOCATED THROUGH COUNTY A-87 PLAN	$0	$0	$0	$47,653		
	ALLOCABLE STAFF DEVELOPMENT COSTS						
W	PERSONAL SERVICES			$0			
X	OPERATING COSTS			$0			
Y	DIRECT COSTS of Trainees & Purchase of Servic		$3,691	$3,691	$3,691		

DIRECT COSTS

		CLERICAL SUPPT	ADMIN SUPPT		
Z	SOCIAL SERVICES	$44,380	$0	$13,750	
AA	ELIGIBILITY & NONSERVICE	$0	$0	$12,448	
AB	WELFARE FRAUD	$0	$0	$17,504	
AC	EMPLOYMENT SERV	$7,162	$0	$70,352	$165,576
AD	TOTAL WELFARE COSTS				$878,842
AE	TOTAL EXTRANEOUS COSTS				$28,228

FEDERAL & NONFEDERAL PERSONS COUNT for QUARTER

		AFDC-FG	AFDC-U	TOTAL FG/U	AFDC-FC
AF	FED COUNT	7493	789	8282	237
AG	NONFED COUNT	41	38	79	327
AH	TOTAL	7534	827	8361	544
AI	NONFED RATIOS	////	////	0.009449	0.579787

		INTAKE HOURS	TOTAL HOURS	RATIO
AJ	AFDC-FG/U	404.50	2,247.50	0.179978
AK	AFDC-FC	38.00	259.50	0.146435

COUNTY ADMINISTRATIVE EXPENSE CLAIM

TEMP DFA 327.1 Eff. 6/87 Qtr — CASEWORK COSTS

PRINTOUT DATE: 24-Jun-87
ROUNDING PLACES: 2
ROUNDING FOR FUNDING: 2
COUNTY: ANY
QUARTER: 6-30-87

Column instructions:
- **CASEWORK TIME STUDY HOURS (E):** Enter total ###(LOCK)### hours from DFAs 47,323,865s & 52
- **CASEWORK RATIO (H):** Enter ratios by program. (Divide hours by SUBTOTAL lines 30,67,88 or 123.)
- **CASEWORK COSTS (I):** 325.1 lines A,B,C,D,col 5 x 327.1 col H. (Ln A x 1-29) (Ln B x 33-65) (Ln C x 74-86) (Ln D x 93-121)
- **OVERHEAD COSTS to FUNCTION (J):** 325.1, line Q, col 5 x lines A-D, col 7 ratios. Enter costs on 327.1, 67,88, or 123 col J.
- **OVERHEAD COSTS TO PROGRAM (K):** Add cols J,J1, & J2
- **CLERICAL SUPPT COSTS TO PROGRAM (J1):** 325.1 lines A,B,C,D, col 2 x 327.1 col H. (Ln A x 1-29) (Ln B x 33-65) (Ln C x 74-86) (Ln D x 93-121)
- **ADMIN SUPPT COSTS TO PROGRAM (J2):** 325.1 lines A,B,C,D, col 3 x 327.1 col H. (Ln A x 1-29) (Ln B x 33-65) (Ln C x 74-86) (Ln D x 93-121)

OVERHEAD COSTS to FUNCTION subtotals:
5: 67,596.50
**: 118,794.69
E: 0.00
F: 7,972.81

	PROGRAM DESCRIPTION (C)	CASEWORK TIME STUDY HOURS (E)	CASEWORK RATIO (H)	CASEWORK COSTS (I)	OVERHEAD COSTS to FUNCTION (J)	OVERHEAD COSTS TO PROGRAM (K)	CLERICAL SUPPT (J1)	ADMIN SUPPT (J2)
1	IN HOME SUPPORTIVE SVC	0.00	0.000000	0.00	0.00	0.00	0.00	0.00
2	EA/ANEC	13.25	0.005218	919.40	352.72	387.25	29.08	5.45
3	CWS / TITLE IV-E	777.50	0.306193	53,950.29	20,697.58	22,723.96	1,706.41	319.97
4	CWS / NON TITLE IV-E	949.50	0.373927	65,885.17	25,276.27	27,750.96	2,083.91	390.76
5	COUNTY SERVICES BLOCK GRANT	630.75	0.248400	43,767.33	16,790.77	18,434.88	1,384.33	259.58
6	TITLE IV-E / ADOPT ASSISTANCE	0.00	0.000000	0.00	0.00	0.00	0.00	0.00
7	GENERAL ADOPTION	0.00	0.000000	0.00	0.00	0.00	0.00	0.00
8	FOSTER CARE ADOPTIONS	0.00	0.000000	0.00	0.00	0.00	0.00	0.00
9	ADOPTIONS GENERIC	0.00	0.000000	0.00	0.00	0.00	0.00	0.00
10	SSI-SSP / OHC	0.00	0.000000	0.00	0.00	0.00	0.00	0.00
11	R.R.P. CWS	0.00	0.000000	0.00	0.00	0.00	0.00	0.00
12	R.R.P. CSBG SERVICES	0.00	0.000000	0.00	0.00	0.00	0.00	0.00
13	R.R.P. UM	0.00	0.000000	0.00	0.00	0.00	0.00	0.00
14	EPSDT	0.00	0.000000	0.00	0.00	0.00	0.00	0.00
15	LICENSING / FOSTER FAMILY HOME	56.25	0.022152	3,903.12	1,497.40	1,644.00	123.45	23.15
16	LICENSING / DAY CARE	0.00	0.000000	0.00	0.00	0.00	0.00	0.00
17	OTHER COUNTY ONLY PROGRAMS/GR	112.00	0.044108	7,771.70	2,981.55	3,273.45	245.81	46.09
18	CHILD CARE AND DEVELOPMENT PROGRAM	0.00	0.000000	0.00	0.00	0.00	0.00	0.00
19	S.E.D. PAYMENT SYSTEMS	0.00	0.000000	0.00	0.00	0.00	0.00	0.00
20	REFUGEE DEMO PROJECT (SVCS)	0.00	0.000000	0.00	0.00	0.00	0.00	0.00
21	T.A.P.	0.00	0.000000	0.00	0.00	0.00	0.00	0.00
22	AB 1733	0.00	0.000000	0.00	0.00	0.00	0.00	0.00
23	AB 57	0.00	0.000000	0.00	0.00	0.00	0.00	0.00
24		0.00	0.000000	0.00	0.00	0.00	0.00	0.00
25		0.00	0.000000	0.00	0.00	0.00	0.00	0.00
26		0.00	0.000000	0.00	0.00	0.00	0.00	0.00
27		0.00	0.000000	0.00	0.00	0.00	0.00	0.00
28		0.00	0.000000	0.00	0.00	0.00	0.00	0.00
29		0.00	0.000000	0.00	0.00	0.00	0.00	0.00
30	SUBTOTAL-SOCIAL SERVICES	2,539.25	1.000000	176,197.01	67,596.51	74,214.50	5,572.99	1,045.00

DIRECT COSTS DETAIL SCHEDULE — EFFECTIVE JULY 1985
COUNTY-ADMINISTRATIVE EXPENSE CLAIM

COUNTY: Any QUARTER FROM: 6/30/87 Page 1 of 2

INSTRUCTIONS FOR CODES (Column 2):
Use C1 through C8 as applicable for Child Welfare Services and County Service Block Gram

C1 — Emergency Response	C4 — Permanent Placement	C7 — Protective Services for Adults
C2 — Family Maintenance	C5 — Information and Referral	C8 — Optional Services
C3 — Family Reunification	C6 — Out of Home Care for Adults	

LINE	PROGRAM IDENTIFICATION (for purchase of services include contract number/fiscal year)	CODE	TYPE OF EXPENSE (examples: transportation, work related, medical examinations, etc)	PERSONAL SERVICES	SUBTOTAL OF PERSONAL SERVICES (by program)	OPERATING COSTS	SUBTOTAL OF OPERATING COSTS (by program)	PURCHASE OF SERVICES	SUBTOTAL OF PURCHASE OF SERVICES (by program)
1	1	2	3	4	5	6	7	8	9
2	EA-ANEC		Clerical Support Salaries	118					
	Sub-Total				118				
3	CWS Title - IV-E		Clerical Support Salaries	16,960					
	Sub-Total				16,960				
4	CWS Non-Title - IV-E		Clerical Support Salaries	20,712					
	Sub-Total								
4	CWS Non-Title IV-E	C1	Stand-by	255.34					
	Sub-Total				20,967.34				
5	CSBG		Clerical Support Salaries	4,311					
	Sub-Total				4,311				
17	OCOP		Clerical Support Salaries	2,279					
	Sub-Total								
17	OCOP/ER		Dependency Transfer	762.16					
	Sub-Total				3,041.16				
93	Orientation & Appraisal			6,684					
	Sub-Total				6,684				
97	Basic Education			478					
	Sub-Total				478				
2	EA-ANEC		EA Shelter Care			2,713.00	2,713.00		
	Sub-Total								
4	CWS Non-Title IV-E	C2	Counseling			702.00			
4	CWS Non-Title IV-E	C4	Counseling			778.00			
4	CWS Non-Title IV-E	C2	Counseling/Parent Trng			1,400.00			
4	CWS Non-Title IV-E	C3	Counseling/Parent Trng			364.00			
4	CWS Non-Title IV-E	C4	Counseling/Parent Trng			448.00			
4	CWS Non-Title IV-E	C3	Parent Training			1,613.50			
4	CWS Non-Title IV-E	C2	In-Home Care			44.64			
	Sub-Total						5,350.14		
17	OCOP/ER		Counseling			154.00			
	Sub-Total						154.00		
4	CWS Non-Title IV-E #1885		Consultant Services					2,079.00	
	Sub-Total								2,079.00
17	OCOP/ER		Dependency Transfer					2,436.00	
	Sub-Total								2,436.00
35	NAFS		Issuance/Salaries			12,448.37	12,448.37		
	Sub-Total								
74	AFDC-Federal		Welfare Fraud					75.24	
	Sub-Total								75.24
76	NAFS		Welfare Fraud					1,302.16	
	Sub-Total								1,302.16
77	AFDC Federal/FS		Welfare Fraud					16,126.44	
	Sub-Total								16,126.44
	TOTAL				52,559.50		20,665.51		22,018.84

DFA 325.18 (3/85)

DIRECT COSTS DETAIL SCHEDULE — EFFECTIVE JULY 1985

COUNTY-ADMINISTRATIVE EXPENSE CLAIM

COUNTY: Any

QUARTER ENDING: 6/30/87

INSTRUCTIONS FOR CODES (Column 2):
Use C1 through C8 as applicable for Child Welfare Services and County Service Block Grant

- C1 — Emergency Response
- C2 — Family Maintenance
- C3 — Family Reunification
- C4 — Permanent Placement
- C5 — Information and Referral
- C6 — Out of Home Care for Adults
- C7 — Protective Services for Adults
- C8 — Optional Services

LINE	PROGRAM IDENTIFICATION (for purchase of services include contract number (fiscal year))	CODE	TYPE OF EXPENSE (examples: Transportation, work related, medical examinations, etc.)	PERSONAL SERVICES	SUBTOTAL OF PERSONAL SERVICES (by program)	OPERATING COSTS	SUBTOTAL OF OPERATING COSTS (by program)	PURCHASE OF SERVICES	SUBTOTAL OF PURCHASE OF SERVICES (by program)
		2	3	4	5	6	7	8	9
93	Orientation & Appraisal		GAIN – Ongoing					18,118.61	
	Sub-Total								18,118.61
94	Assessment		GAIN – Ongoing					1,774.40	
	Sub-Total								1,774.40
95	Job Club Workshop		GAIN – Ongoing					2,694.53	
	Sub-Total								2,694.53
96	Job Search		GAIN – Ongoing					294.43	
	Sub-Total								294.43
97	Basic Education		GAIN – Ongoing					607.69	
	Sub-Total								602.69
98	Vocational Training		GAIN – Ongoing					123.01	
	Sub-Total								123.01
99	Other Training & Ed.		GAIN – Ongoing					189.30	
	Sub-Total								189.30
100	Preemployment Prep.		GAIN – Ongoing					972.88	
	Sub-Total								972.88
101	On the Job Training		GAIN – Ongoing					704.08	
	Sub-Total								704.08
102	Grant Diversion		GAIN – Ongoing					15.02	
	Sub-Total								15.02
103	90 Day Trans. Child.		GAIN – Ongoing					324.16	
	Sub-Total								324.16
104	Job Club Workshop		GAIN – Ongoing					15,776.17	
	Sub-Total								15,776.17
105	Job Search		GAIN – Ongoing					695.14	
	Sub-Total								695.14
106	Basic Education		GAIN – Ongoing					1,945.81	
	Sub-Total								1,945.81
107	Vocational Training		GAIN – Ongoing					3,194.71	
	Sub-Total								3,194.71
108	Other Training & Ed.		GAIN – Ongoing					6,642.92	
	Sub-Total								6,642.92
109	Preemployment Prep.		GAIN – Ongoing					13,260.44	
	Sub-Total								13,260.44
110	On the Job Training		GAIN – Ongoing					3,003.66	
	Sub-Total								3,003.66
111	Grant Diversion		GAIN – Ongoing					15.02	
	Sub-Total								15.02
	TOTAL				52,559.50		20,665.51		92,370.82

CLERICAL AND ADMINISTRATIVE SUPPORT
TIME STUDY/TIME CERTIFICATION SUMMARY
AND SALARY ALLOCATION — EFFECTIVE MAY 1987

COUNTY	QUARTER ENDING
Any	June 1987

SECTION I: SUMMARY OF CLERICAL AND ADMINISTRATIVE HOURS AND SALARIES

	BENEFITING LEVEL	CLERICAL SUPPORT PERSONNEL TOTAL SALARIES: $98,644			ADMINISTRATIVE SUPPORT PERSONNEL TOTAL SALARIES: $32,167		
		HOURS REPORTED BY CLERICAL SUPPORT 2/	RATIO OF EACH LINE TO GRAND TOTAL 3/	DISTRIBUTION OF SALARY TO EACH LINE 4/	HOURS REPORTED BY ADMIN. SUPPORT 2/	RATIO OF EACH LINE TO GRAND TOTAL 3/	DISTRIBUTION OF SALARY TO EACH LINE 4/
A	Generic	0	0 5/	0 5/	516	.7633	24,553 5/
B	Social Services — General	47	.0147	1,450 6/	22	.0325	1,045 6/
C	Eligibility — General	1,125	.3513	34,654 6/	60	.0888	2,856 6/
D	Fraud — General	0	0	0 6/	0	0	0 6/
E	Employment Services — General	35	.0109	1,075 6/	78	.1154	3,713 6/
	MULTI-FUNCTION POOLS: 8/						
F	1. Social Service/Eligibility	290	.0906	8,937 7/			0 7/
G	3. Social Service/Emp. Svcs.	32	.0100	986 7/			7/
H				7/			7/
I				7/			7/
J				7/			7/
K				7/			7/
L				7/			7/
M				7/			7/
N				7/			7/
O				7/			7/
P				7/			0 7/
	DIRECT-TO-PROGRAM: b/						
Q	A2 EA	4	.0012	118 8/			0 8/
R	A3 CWS	1,223	.3819	37,672 8/			8/
S	A4 CSBG	140	.0437	4,311 8/			8/
T	A10 OCOP/GR	74	.0231	2,279 8/			8/
U				8/			8/
V	D1 GAIN	232	.0726	7,162 8/			0 8/
W				8/			8/
X	ADDITIONAL PROGRAMS FROM SEPARATE PAGE:			8/			8/
Y	Non-Allocable: c/	255			80		
Z	GRAND TOTAL:	3,202	1.000	98,644	676	1.000	32,167

RECONCILIATION OF SALARIES	CLERICAL SUPPORT SALARIES	ADMINISTRATIVE SUPPORT SALARIES
Generic — Generic Salaries from TEMP DFA 7A, Section I, Line A	$ 0	$ 24,553
Function — Total Functional Salaries from TEMP DFA 7A, Section II, Line CC	$ 47,102	$ 7,614
Program — Total Program Salaries from TEMP DFA 7B, Lines A + B + C + D	$ 51,542	$ 0
GRAND TOTAL	$ 98,644	$ 32,167

1/ Enter clerical and administrative support salaries from the DFA 325.1, lines F and G respectively, of the normal Welfare Administrative Expense Claim.

2/ Include total hours reported by clerical and administrative support staff, respectively, to each benefiting level as recorded on the TEMP DFA 7.

3/ To obtain column ratio divide hours for each benefiting level, lines A through X, by the Grand Total Hours, line Z, for clerical support or administrative support, respectively.

4/ To obtain distribution of salaries, multiply the total clerical or administrative support salaries, as appropriate, by the ratios developed for each benefiting level.

5/ Report Generic clerical and administrative support salaries on the TEMP DFA 325.1, lines F and G, respectively.

6/ Enter clerical and administrative support salaries identified as FUNCTION — GENERAL in the appropriate column on line BB, TEMP DFA 7A, Section II.

7/ Enter clerical and administrative support salaries of multi-function pools on the appropriate line in Section II of the TEMP DFA 7A.

8/ Enter clerical and administrative support salaries identified Direct to Program on the appropriate lines on the TEMP DFA 7B, columns 3, and 4.

a/ List applicable multifunction pools in both Sections I and II from the following combinations based on the functions checked on the TEMP DFA 7:

1. Social Services/Eligibility
2. Social Services/Welfare Fraud
3. Social Services/Emp. Services
4. Eligibility/Welfare Fraud
5. Eligibility/Emp. Services
6. Welfare Fraud/Emp. Services
7. Social Services/Eligibility/Welf. Fraud
8. Social Services/Eligibility/Emp. Svcs.
9. Social Services/Welf. Fraud/Emp. Svcs.
10. Eligibility/Welf. Fraud/Emp. Services
11. Social Services/Eligibility/Welfare Fraud/Emp. Services

b/ List applicable programs as recorded on the TEMP DFA 7.

c/ Record non-allocable hours as reported on the TEMP DFA 7, but do not include in GRAND TOTAL, line Z.

TEMP DFA 7A (6/87)

SECTION II: DISTRIBUTION OF MULTI-FUNCTION SALARIES

CLERICAL SUPPORT PERSONNEL

MULTI-FUNCTION POOL (List from Section I)	CLERICAL SUPPORT SALARIES		SOCIAL SERVICES	ELIGIBILITY	WELFARE FRAUD	EMP. SERVICES
F Soc. Service Eligibility	8,937	Casework Hours 9/	2,539.25	4,462.50	0	0
		Intermediate Ratio 10/	.3627	.6373		
		Dist Clerical Sal 11/	3,241	5,696		
G Soc. Service Emp. Service	986	Casework Hours 9/	2,539.25		0	299.50
		Intermediate Ratio 10/	.8945			.1055
		Dist Clerical Sal 11/	882			104
H		Casework Hours 9/				
		Intermediate Ratio 10/				
		Dist Clerical Sal 11/				
I		Casework Hours 9/				
		Intermediate Ratio 10/				
		Dist Clerical Sal 11/				
J		Casework Hours 9/				
		Intermediate Ratio 10/				
		Dist Clerical Sal 11/				
K		Casework Hours 9/				
		Intermediate Ratio 10/				
		Dist Clerical Sal 11/				
L		Casework Hours 9/				
		Intermediate Ratio 10/				
		Dist Clerical Sal 11/				
M		Casework Hours 9/				
		Intermediate Ratio 10/				
		Dist Clerical Sal 11/				
N		Casework Hours 9/				
		Intermediate Ratio 10/				
		Dist Clerical Sal 11/				
O		Casework Hours 9/				
		Intermediate Ratio 10/				
		Dist Clerical Sal 11/				
P		Casework Hours 9/				
		Intermediate Ratio 10/				
		Dist Clerical Sal 11/				
AA Total Salaries by Function 12/			4,123	5,696	0	104
BB Add: Function — General Salaries 13			1,450	34,654	0	1,075
CC GRAND TOTAL SALARIES BY FUNCTION 14/			5,573	40,350	0	1,179

ADMINISTRATIVE SUPPORT PERSONNEL

MULTI-FUNCTION POOL	ADMIN SUPPORT SALARIES		SOCIAL SERVICES	ELIGIBILITY	WELFARE FRAUD	EMP. SERVICES
F	0	Casework Hours 9/				
		Intermediate Ratio 10/				
		Dist. Admin. Sal. 11/				
G	0	Casework Hours 9/				
		Intermediate Ratio 10/				
		Dist. Admin. Sal. 11/				
H		Casework Hours 9/				
		Intermediate Ratio 10/				
		Dist. Admin. Sal. 11/				
I		Casework Hours 9/				
		Intermediate Ratio 10/				
		Dist. Admin. Sal. 11/				
J		Casework Hours 9/				
		Intermediate Ratio 10/				
		Dist. Admin. Sal. 11/				
K		Casework Hours 9/				
		Intermediate Ratio 10/				
		Dist. Admin. Sal. 11/				
L		Casework Hours 9/				
		Intermediate Ratio 10/				
		Dist. Admin. Sal. 11/				
M		Casework Hours 9/				
		Intermediate Ratio 10/				
		Dist. Admin. Sal. 11/				
N		Casework Hours 9/				
		Intermediate Ratio 10/				
		Dist. Admin. Sal. 11/				
O		Casework Hours 9/				
		Intermediate Ratio 10/				
		Dist. Admin. Sal. 11/				
P		Casework Hours 9/				
		Intermediate Ratio 10/				
		Dist. Admin. Sal. 11/				
AA Total Salaries by Function			0	0	0	0
BB Add: Function — General Salaries			1,045	2,855	0	3,713
CC GRAND TOTAL SALARIES BY FUNCTION			1,045	2,856	0	3,713

9/ Enter casework hours from the DFA 325.1, Column 6, for the functions applicable to each multifunction pool.

10/ To develop the intermediate function ratios, divide the casework hours for each function by the sum of the casework hours for all the functions in the multifunction pool.

11/ To distribute the appropriate clerical or administrative support salaries to the applicable functions, multiply the multifunction pool salaries by the intermediate function ratios for each function.

12/ To obtain the total salaries by function, add the applicable distributed clerical or administrative salaries for each multifunction pool.

13/ Enter the applicable function — general salaries from line B, C, D, or E from Section I of the TEMP DFA 7A.

14/ Enter the GRAND TOTAL salaries by function on the TEMP DFA 325.1, lines A, B, C, or D in Columns 2 or 3 as applicable.

DIRECT COST DETAIL SCHEDULE
CLERICAL AND ADMINISTRATIVE SUPPORT
SALARY DISTRIBUTION TO PROGRAM
EFFECTIVE MAY 1987

COUNTY	Any
QUARTER	June 1987

SOCIAL SERVICES PROGRAMS

C (1) O D 1/ E	(2) PROGRAM TITLE	(3) CLERICAL SALARIES FROM TEMP DFA 7A 2/	(4) ADMINISTRATIVE SALARIES FROM TEMP DFA 7A 2/	L I N E	(5) DFA 47 CASEWORK HRS 3/	(6) INTERMEDIATE RATIO OF CASE-WORK HOURS 4/	(7) DISTRIBUTION OF CLERICAL SALARIES TO PROGRAM 5/	(8) DISTRIBUTION OF ADMINISTRATIVE SALARIES TO PROG. 6/
A1	IHSS PROVIDER/SERVICES						0	0
A2	EMERGENCY ASSISTANCE	118	0			---	118	0
A3	CHILD WELFARE SERVICES	37,672	0					
	CWS-TITLE IVE			I1	777.5	.4502	16,960	0
	CWS-NON-TITLE IVE			K1	949.5	.5498	20,712	0
					1,727	1.0000	37,672	0
A4	COUNTY SERVICES BLOCK GRANT	4,311	0				4,311	0
A5	ADOPTIONS							
	ADOPTIONS ASSISTANCE			Q				
	GENERAL ADOPTIONS			R				
	FOSTER CARE ADOPTIONS			S				
	ADOPTIONS GENERIC			T				
						1.0000		
A6	SSI/SSP OUT-OF-HOME CARE							
A7	REFUGEE RESETTLEMENT PROG							
	RRP-CWS			V				
	RRP-CSBG			W				
	RRP-UNACC. MINORS			X				
						1.0000		
A8	EARLY PERIODIC SCREENING, DETECTION AND TREATMENT							
A9	LICENSING							
	LIC-FOSTER FAMILY HOME			Z				
	LIC-DAY CARE			AA				
						1.0000		
A10	OCOP	2,279	0				2,279	0
A11	CHILD CARE AND DEVELOPMENT PROGRAM							
A12	SEVERELY EMOTIONALLY DISTURBED							
	ADDITIONAL PROGRAMS							
A13								
A14								
A15								
A16								
A17								
A18								
A19								
A	TOTAL CLERICAL AND ADMINISTRATIVE SUPPORT SALARIES IDENTIFIED TO SOCIAL SERVICES PROGRAMS						44,380 7/	0 7/

1/ Program code as identified on the reverse side of the TEMP DFA 7.

2/ Report clerical and administrative support salaries from the appropriate columns on the TEMP DFA 7A lines Q through X.

3/ Report the total casework hours as reported for each program line on the DFA 47, column 3. NOTE: Steps 3 and 4 are not necessary for program costs reported on a single line.

4/ Develop intermediate casework hour ratios by dividing the casework hours for each component of a program by the sum of the casework hours of all components in the program.

5/ Where a single program line is used, enter the amount directly from the appropriate line in column 3. Where multiple program lines are used, multiply the amount from the appropriate line in column 3 by the intermediate casework hour ratios in column 6. Enter the amounts shown for each program on the DFA 325.1B, column 4, and identify as clerical support salary, Personal Services.

6/ Where a single program line is used, enter the amount directly from the appropriate line in column 4. Where multiple program lines are used, multiply the amount from the appropriate line in column 4 by the intermediate casework hour ratios in column 6. Enter the amounts shown for each program on the DFA 325.1B, column 4, and identify as administrative support salary, Personal Services.

7/ Total all clerical and administrative support salaries which are identified Direct to Program and enter on the TEMP DFA 325.1, lines Z through AC, in column 2 or 3.

C (1) O D E 1/	(2) PROGRAM TITLE	(3) CLERICAL SALARIES FROM TEMP DFA 7A 2/	(4) ADMINISTRATIVE SALARIES FROM TEMP DFA 7A 2/	L I N E	(5) DFA 323 CASEWORK HRS 3/	(6) INTERMEDIATE RATIO OF CASE- WORK HOURS 4/	(7) DISTRIBUTION OF CLERICAL SALARIES TO PROGRAM 5/	(8) DISTRIBUTION OF ADMINISTRATIVE SALARIES TO PROG. 6/
B1	AFDC-FG/U							
B2	NAFS							
B3	MEDI-CAL							
B4	GR/OCOP							
	GENERAL RELIEF			D				
	OTHER COUNTY ONLY PROGRAMS			E				
						1.00	$	$
B5	COUNTY ONLY MEDICAL SERVICES - NON RRP							
B6	AFDC-FC							
B7	EA-ANEC							
B8	STATE ADULT PROGRAM							
B9	ADOPTIONS ASSISTANCE PROGRAM							
	AAP-IV-E			J				
	AAP-NON IV-E			K				
						1.00	$	$
B10	RRP/RDP							
	RRP-MEDICAL ASSISTANCE			L				
	RRP-AFDC			M				
	RRP-GR/NON-AFDC			N				
	RRP-COUNTY MED SVCS			O				
						1.00	$	$
B11	CHILD SUPPORT							
	ADDITIONAL PROGRAMS							
B12								
B13								
B14								
B15								
B16								
B17								
B18								
B19								
B	TOTAL CLERICAL AND ADMINISTRATIVE SUPPORT SALARIES IDENTIFIED TO ELIGIBILITY AND NON-SERVICE PROGRAMS						$ 0 7/	$ 0 7/

1/ Program code as identified on the reverse side of the TEMP DFA 7.

2/ Report clerical and administrative support salaries from the appropriate columns on the TEMP DFA 7A lines Q through X.

3/ Report the total casework hours as reported for each program line on the DFA 323. NOTE: Steps 3 and 4 are not necessary for program costs reported on a single line.

4/ Develop intermediate casework hour ratios by dividing the casework hours for each component of a program by the sum of the casework hours of all components in the program.

5/ Where a single program line is used, enter the amount directly from the appropriate line in column 3. Where multiple program lines are used, multiply the amount from the appropriate line in column 3 by the intermediate casework hour ratios in column 6. Enter the amounts shown for each program on the DFA 325.18, column 4, and identify as clerical support salary, Personal Services.

6/ Where a single program line is used, enter the amount directly from the appropriate line in column 4. Where multiple program lines are used, multiply the amount from the appropriate line in column 4 by the intermediate casework hour ratios in column 6. Enter the amounts shown for each program on the DFA 325.18, column 4, and identify as administrative support salary, Personal Services.

7/ Total all clerical and administrative support salaries which are identified Direct to Program and enter on the TEMP DFA 325.1, lines Z through AC, in column 2 or 3.

WELFARE FRAUD PROGRAMS

CODE (1) 1/	(2) PROGRAM TITLE	(3) CLERICAL SALARIES FROM TEMP DFA 7A 2/	(4) ADMINISTRATIVE SALARIES FROM TEMP DFA 7A 2/	LINE	(5) DFA 327.1C CASEWORK HOURS 3A/	(6) INTERMEDIATE RATIO OF CASE-WORK HOURS 4/	(7) DISTRIBUTION OF CLERICAL SALARIES TO PROGRAM 5/	(8) DISTRIBUTION OF ADMINISTRATIVE SALARIES TO PROG 6/
C1	AFDC							
	FRAUD-FEDERAL AFDC			74				
	FRAUD-NONFEDERAL AFDC			75				
C2	FRAUD-NONASSISTANCE FOOD STAMPS							
C3	AFDC-FS							
	FRAUD-FEDERAL AFDC/FS			77				
	FRAUD-NONFEDERAL AFDC/FS			78				
C4	FRAUD GR/OCOP							
	ADDITIONAL PROGRAMS							
C5								
C6								
C7								
C8								
C9								
C	TOTAL CLERICAL AND ADMINISTRATIVE SUPPORT SALARIES IDENTIFIED TO WELFARE FRAUD PROGRAMS						$ 0 7/	$ 0 7/

EMPLOYMENT SERVICES PROGRAMS

CODE (1) 1/	(2) PROGRAM TITLE	(3) CLERICAL SALARIES FROM TEMP DFA 7A 2/	(4) ADMINISTRATIVE SALARIES FROM TEMP DFA 7A 2/	LINE	(5) DFA 53 CASEWORK HOURS 3B/	(6) INTERMEDIATE RATIO OF CASE-WORK HOURS 4/	(7) DISTRIBUTION OF CLERICAL SALARIES TO PROGRAM 5/	(8) DISTRIBUTION OF ADMINISTRATIVE SALARIES TO PROG 6/
D1	GAIN	7,162	0					
	ORIENTATION AND APPRAISAL			A	279.75	.9333	6,684	0
	ASSESSMENT			B				
	JOB CLUB WORKSHOP			C1				
	JOB SEARCH			C2				
	BASIC EDUCATION			C3	20.0	.0667	478	0
	VOCATIONAL TRAINING			C4				
	OTHER TRAINING AND EDUC			C5				
	PREEMPLOYMENT PREP.			C6				
	ON THE JOB TRAINING			C7				
	GRANT DIVERSION			C8				
	90 DAY CHILD CARE			C9				
					299.75	1.0000	$ 7,162	$ 0
D2	WIN-DEMONSTRATION							
D3	GR/OCOP							
D4	WIN-CHILD CARE							
D5	RRP/RDP							
	ADDITIONAL PROGRAMS							
D6								
D7								
D8								
D9								
D10								
D	TOTAL CLERICAL AND ADMINISTRATIVE SUPPORT SALARIES IDENTIFIED TO EMPLOYMENT SERVICES PROGRAMS						$ 7,162 7/	$ 0 7/

1/ Program code as identified on the reverse side of the TEMP DFA 7.
2/ Report clerical and administrative support salaries from the appropriate columns on the TEMP DFA 7A lines Q through X.
3A/ Report the total time study hours as reported for each program line on the DFA 327.1C, column E. NOTE: Steps 3 and 4 are not necessary for program costs reported on a single line.
3B/ Report the total casework hours as reported for each program line on the DFA 53, column 3.
4/ Develop intermediate casework hour ratios by dividing the casework hours for each component of a program by the sum of the casework hours of all components in the program.
5/ Where a single program line is used, enter the amount directly from the appropriate line in column 3. Where multiple program lines are used, multiply the amount from the appropriate line in column 3 by the intermediate casework hour ratios in column 6. Enter the amounts shown for each program on the DFA 325.1B, column 4, and identify as clerical support salary, Personal Services.
6/ Where a single program line is used, enter the amount directly from the appropriate line in column 4. Where multiple program lines are used, multiply the amount from the appropriate line in column 4 by the intermediate casework hour ratios in column 6. Enter the amounts shown for each program on the DFA 325.1B, column 4, and identify as administrative support salary, Personal Services.
7/ Total all clerical and administrative support salaries which are identified Direct to Program and enter on the TEMP DFA 325.1, lines Z through AC, in column 2 or 3.

COUNTY WELFARE DEPARTMENT
CLERICAL AND ADMINISTRATIVE SUPPORT STAFF
TIME STUDY/TIME CERTIFICATION (MAY, 1987)

EMPLOYEE NAME: Summary of Clerical Support Hours from Temp DFA 7

SOCIAL SECURITY/EMPLOYEE NO.:

UNIT NAME:

TIME IS ACCOUNTED FOR THROUGH: ☐ Time Study ☐ Certification
MONTH/YEAR: **COUNTY:**

EMPLOYEE CLASSIFICATION: **EMPLOYED:** ☐ Full Time ☐ Part Time ☐ Intermittent
ITEM NO: **PAY LOCATION:**

CLASSIFICATION:
☒ Clerical Support
☐ Administrative Support

ORGANIZATIONAL ASSIGNMENT:
☐ General Administration
☐ Functional Support

BENEFITING LEVEL:
☐ Generic
☐ Single Function
☐ Multi-Function

FUNCTIONS:
☐ Social Services ☐ Welfare Fraud
☐ Eligibility ☐ Employment Services

Code	BENEFITING LEVEL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
	Generic																																
	Social Services - General																																47
	Eligibility - General																																1,125
	Fraud - General																																
	Employ. Services - General																																35
	— OR —																																
	Multi-Function:																																
	Service/Eligibility																																290
	Service/Emp. Svcs.																																32
	Direct-To-Program																																
A2	EA																																4
A3	CWS																																1,223
A4	CSBG																																140
A10	OCOP/GR																																74
D1	GAIN																																232
	SUBTOTAL					8		8	3				16		7				8			9	40										3,202
	NON-ALLOCABLE																									160			6				265
	DAILY TOTAL																																3,467

EMPLOYEE: *I hereby certify that this is a true and accurate report of my time, and the functions performed as shown above.*

_____ EMPLOYEE SIGNATURE   _____ DATE

SUPERVISOR: *I hereby certify the employee's time study/time certification record has been examined and that to the best of my knowledge and belief, this time record is true and correct, and the activities were performed as shown above.*

_____ SUPERVISOR'S SIGNATURE   _____ DATE

COUNTY WELFARE DEPARTMENT
CLERICAL AND ADMINISTRATIVE SUPPORT STAFF
TIME STUDY/TIME CERTIFICATION (MAY, 1987)

EMPLOYEE NAME: Summary of Administrative Support Hours from Temp DFA 7

SOCIAL SECURITY; EMPLOYEE NO.:

UNIT NAME:

TIME IS ACCOUNTED FOR THROUGH: MONTH, YEAR COUNTY

☐ Time Study ☐ Certification

EMPLOYEE CLASSIFICATION

ITEM NO.

EMPLOYED: ☐ Full Time ☐ Part Time ☐ Intermittent

PAY LOCATION

CLASSIFICATION:
☐ Clerical Support
☒ Administrative Support

ORGANIZATIONAL ASSIGNMENT:
☐ General Administration
☐ Functional Support

BENEFITING LEVEL:
☐ Generic
☐ Single Function
☐ Multi-Function

FUNCTIONS:
☐ Social Services
☐ Eligibility
☐ Welfare Fraud
☐ Employment Services

Code	BENEFITING LEVEL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
	Generic																																516
	Social Services - General																																22
	Eligibility - General																																60
	Fraud - General																																
	Employ. Services - General																																78
	— OR —																																
	Multi-Function:																																
	SUBTOTAL																																676
	NON-ALLOCABLE						8								16							16				32	8						80
	DAILY TOTAL																																756

EMPLOYEE: I hereby certify that this is a true and accurate report of my time, and the functions performed as shown above.

_____ _____
EMPLOYEE SIGNATURE DATE

SUPERVISOR: I hereby certify the employee's time study; time certification record has been examined and that to the best of my knowledge and belief, this time record is true and correct, and the activities were performed as shown above.

_____ _____
SUPERVISOR'S SIGNATURE DATE

TEMP DFA 7 (5/87)